

## Emergency Permit WebEx Q & A

- 1.) Can we have longer than 4 weeks from the start of the assignment to apply for the EP? Sometimes it takes a little time for someone to get into a CPR class and this timeline is difficult to meet.
  - We have a “work around” for this – go ahead and have them apply for the EP and upload a note about their CPR card – we will then ‘ding’ them for that document which will give them an extra 90 days (until we will close the application). They will need to work diligently on getting that CPR card and uploading it to their application within that time frame so we can approve their EP. It is okay to have them start working as long as they have applied and paid for their EP within that 4 week period after their start date. The Emergency Permit issue date will be the payment date of the application regardless of when during the 90 additional days we receive the missing document.
- 2.) We have a teacher working under an EP in special education mild disabilities. We may need her to switch to Intense Intervention in semester 2 due to a resignation. Does she reapply for a new permit?
  - Please email Nina at [nking@doe.in.gov](mailto:nking@doe.in.gov) to request a subject change on the teacher’s EP – the same goes if you realize you need to add a content area to an EP due to increased assignments on that teacher’s schedule. This only applies if they are teaching in the same school corporation. If they have moved to a new corporation, then a new application is required.
- 3.) EP’s for Preparing for College and Careers course 5394
  - The assignment code document states that “ANY LICENSE” can teach this course. We need the school employer—you-- to tell us which content area you’d like to have on that Emergency Permit. Keep in mind that the teacher will need to pursue licensure in this area – in case they need to renew their EP next school year. We want to ensure that this person “can” legitimately pursue a full license in the area (i.e. either by doing a program or taking a test to add it to an existing license).
- 4.) If someone already has a teaching license in one area from the State of Indiana, can the requirements be a little different? Since they already have a license, they obviously have already met general licensing requirements. Right now, they have to do the suicide training, and show CPR again, etc.
  - If a person has recently renewed their regular teacher license – they should have CPR documented in their file. And yes, they would have to do the Suicide Training. However, since they already hold a license, we don’t ask for their transcripts to be uploaded. So they only thing they need to worry about are CPR and Suicide Prevention Training.
- 5.) It would be nice to be able to consider someone for an Emergency Permit if they are currently enrolled in coursework (maybe a certain number of credit hours completed) even if they don’t have a Bachelors Degree of some kind.
  - The rules of the State Board of Education require completion of a bachelor’s degree from a regionally accredited institution to qualify for an Emergency Permit. The Licensing office does not have authority to make exceptions to that requirement.

6.) How do school employees sign up to be Emergency Permit approvers?

- Please see the instructions below
  1. Log into your [LVIS](#) account.
  2. Click **Role Request** on the right hand side.
  3. Select your current Role.
  4. If you are a building level administrator, select the school you work at. If you are a district level administrator, select the school corporation you work at.
  5. Click **Add**.
  6. Click **Send Request**

7.) Is it mandatory for a principal to hold a BLA?

- A person serving as a BLA needs to hold a full BLA license, an Emergency Permit BLA, or a Superintendent's license.

8.) Love the idea of reminding EP holders on what will be necessary to renew. Do you already do that for 1<sup>st</sup> year teachers who have their first teaching license (traditional license not EP)?

- Yes, LVIS is designed to remind them (via email address in the system) that their renewal is coming. A reminder email with details on how to renew is sent to them 45 days before their license expires. Also, when they are issued their Initial license, the approval email that is sent to them outlines what is required when they are ready to convert to the 5 year license. They can view the email by logging into their LVIS account and clicking on the "View Email Log" link.

9.) Can an Emergency Permit be granted for a Social Worker, who needs the School Social Worker endorsement??

- We can issue an Emergency Permit BUT the applicant must already hold a valid Indiana LCSW or LSW license. For this question the answer would be no, unless the applicant already is a licensed LSW or LCSW.

10.) Can a licensed building level administrator serve as a school guidance counselor? Is there an Emergency Permit for a school guidance counselor?

- No, a BLA can't serve as a school counselor.
- Yes, we can issue an EP for a School Counselor. Keep in mind, for their renewal they need to show us they are admitted and enrolled in an approved school counselor program.

11.) If a fully licensed teacher's license expires, does the teacher need to apply for an EP until the full license can be renewed?

- Yes, the teacher can be issued a one-time only Emergency Permit, allowing the teacher time to get the Professional Educator License renewed.